

QI Records Review Schedule ~ 2008

Division of Analytical Chemistry

JANUARY

- ☐ Corrective reports issued since Sept. 2007
- ☐ Temperature charts for 2007
- ☐ Equipment maintenance records for July 2007 – Dec. 2007
- ☐ Discuss QI Study Projects for the upcoming year

FEBRUARY

- ☐ Autoclave attest records
- ☐ New lot verification documentation for new lots verified since Sept. 2007
- ☐ Submit documentation verifying accurate transmission of electronic results

MARCH

- ☐ Verification of automated or computer generated calculations and instrument downloads
- ☐ Submit documentation of semi-annual correlation of instruments

APRIL

- ☐ Temperature charts
- ☐ Review training checklist and records for new employees hired since Oct. 2006
- ☐ Submit SOP/manufacture's insert comparison (QA.004)

MAY

- ☐ Corrected reports issued since Jan. 2008
- ☐ Pipette calibration records for calibrations performed since Nov. 2007

JUNE

- ☐ Update on QI Study Projects
- ☐ New lot verification documentation for new lots verified since Feb. 2008
- ☐ Review progress of Annual Competency Assessment program

JULY

- ☐ Submit Annual Competency Assessment summary reports
- ☐ Autoclave attest records
- ☐ Temperature charts
- ☐ Equipment maintenance records for Jan. – June 2008

AUGUST

- ☐ Review of problem log
- ☐ Submit documentation verifying accurate transmission of electronic results

SEPTEMBER

- ☐ Corrected reports issued since April 2008
- ☐ Verification of automated or computer generated calculations and instrument downloads
- ☐ Annual Review of Test Reports

OCTOBER

- ☐ Temperature charts
- ☐ Thermometer calibration records
- ☐ New lot verification documentation for new lots verified since June 2007

NOVEMBER

- ☐ Pipette calibration records for calibrations performed since April 2008
- ☐ Submit Annual Review of SOP Inventory (QA.013)

DECEMBER

- ☐ Evaluation of 2008 and planning for the upcoming year